

MEMORANDUM FOR TAS FILES

FEB 15 1954

FROM: Chief, Technical Accounting Staff

REGULATIONS

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1. On 4 December 1953 a meeting was held by Mr. [ ] SA/DDA in the conference room of the Logistics Office to discuss the problem of initial preparation of Agency travel regulations and continued responsibility for the maintenance of the travel regulations and centralization of travel policy and procedures. This meeting was attended by representatives of the Comptroller; Personnel Office, CPB; Logistics Office and the ADD/A.
2. There was considerable discussion as to the responsibility for the preparation and working level collaboration of the various segments of travel regulations and the focal point in the Agency organization for recommendation of Agency policy relative to travel. The Logistics Office representatives felt they did not have sufficient technicians qualified in travel of personnel to assume the responsibility for the travel function. They suggested that the Personnel Office might be a better place for this responsibility in view of the fact that CPB was so currently involved in the movement of personnel. CPB pointed out that its function was generally taking action required by other offices.
3. It was generally decided that the Logistics Office would remain responsible for seeing that travel regulations are written. However, the Personnel Office and the Office of the Comptroller will initiate drafts on certain subjects pertaining to travel for which those offices are more technically qualified. After being collaborated by the initiator with other offices which have direct interest, drafts will be submitted to the Logistics Office. The Logistics Office will review each draft to ensure that there is no duplication or conflicts with other parts of travel regulations prepared by other offices and to verify that there is no material omitted. The Logistics Office will submit a complete package of all travel regulations to the SA/DDA for formal concurrences.
4. The subject of continued responsibility for the travel function and of maintenance of Agency policy and regulations relative thereto was deferred to a subsequent date at the request of the Logistics Office. A target date of 1 March 1954 was established for initial release of the travel regulations by the Logistics Office to the Regulations Control Staff.

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Deputy Comptroller